9/15/15 8:00 AM Senior Design Suite
Meeting Minutes

Agenda for team meeting on Tuesday morning (9/15 at 8:00 am):

1. Finish and review the roommate contract (This has to be done before the client meeting later in the afternoon)
2. Come up with questions that we would like to ask the client during the meeting. (Possibly questions for Dr. Wolbrecht as well)
3. Do an "inventory" of what we have in the Senior design suite (other than the Twister

8:07 - Austin, Sally, Jacquelin here. Waiting for Robert.
8:10 - Robert arrived. Proceeding with meeting.

- Finish Team contract, three questions to answer.
- Other team goals; none so far, will add as we go.
- Robert is Primary client contact.
- Process to address conflict
    - bring it to the attention of everybody in person
    - address in meeting
- Team dynamics communicated to instructors
    - At each instructor meeting, reported as needed.

8:15 - Team contract finished. Will print off and sign to bring to afternoon meeting.

- Conference room should be set
- **For future, reply to all texts and emails to ensure communication**

8:20 - Come up with a final list of questions to ask this afternoon

- Sally will type up, a copy will be placed here later.

8:45 - 19 questions!

- Ask if we can record, and send her a recap after to make sure we've got her answers right
- Questions on next page.

Next Time:

- Meet thursday at 8 just to recap
- In meeting, write up a preliminary schedule based on answers to questions
- consider individual strengths and end goals
- Today, 4:45, Senior Design Suite meet with Dr. Cohen, bring signed contract

8:55 - Meeting adjourned, inventory done later

Client Questions

1. Equipment: what is available to us in the machine shop and from Dr. Cohen?
    a. Is everything that we need in the Senior Design Suite already?
    b. Are there any additional sensors etc. that we don't here
2. Budget
3. How often do we need to touch bases with Dr. Cohen?
4. What is the motivation of this project?
5. What is the range of participants that will be participating in experiments?
6. Can we make cosmetic adjustments?
7. What are the specifications of the project?

    a. Like what are we measuring?
8. What is the end goal of this project?
9. How current equipment works?
    a. Do we (ME) have to get the electrical side working as well? (Sensors)
10. What software is going to be used for this project?
    a. How much of the software do we need to know?
11. For the new device came we copy what we already have or come up with something new?
12. What do you want at minimum to happen for this project, what is the big goal of this project?
13. How much outside help do we get? From her (Dr. Cohen) or research students?
14. To what extent can the existing device (hardware and software) be modified?
15. What is your time line for various parts of the project?
16. Can we have some data to compare to?
17. Once the existing device has been assembled, can you come in and show us how this works?
18. Is the equipment going to be used while we are improving it?
19. What the primary location of this device?